

JOB OPPORTUNITY

AMERICAN EMBASSY KINSHASA

*Human Resources Office, 498 Ave Lukusa, Kinshasa
Phone 081-8806193; e-mail: HRKinshasa@state.gov*

ANNOUNCEMENT NUMBER: 14-56

OPEN TO: All interested candidates
POSITION: Budget Analyst, FSN-405-9; FP-5 (Step 1 through 4)
OPENING DATE: August 28, 2014
CLOSING DATE: Open until filled
WORK HOURS: Full-time; 40 hours/week
SALARY: Information on salary may be obtained from the Human Resources Office.
(Position Grade: FP-5 to be confirmed by Washington)

ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Kinshasa is seeking an individual for the position of Budget Analyst in the Public Diplomacy Section.

BASIC FUNCTION OF POSITION

Under the direction of the PAO, serves as Administrative Assistant for Budget and Fiscal matters. (1) Prepares required budgetary and fiscal submissions; (2) Assures payments for materials and services. (3) Makes recommendations about de-obligations, re-allocations; payment problems; (4) Acts as Class B Cashier to assure petty cash payments and reports; (5) Prepares time and attendance reports; (6) Contributes to Country Plan by advising on related spending opportunities or approaching problems; (7) Prepares and administers grant agreements, files, and records.

QUALIFICATIONS REQUIRED *NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. Please provide any required academic diplomas and/or certificate*

Education: Bachelor's degree in business or public administration, economics, accounting or finance is required. Advanced training in computer programs such as MS Office Word, Excel and a minimum of two years of advanced work in administrative or fiscal management are required.

Experience: Two years progressively responsible work in budget/fiscal field or administrative management including use of Windows and computer spreadsheets are required. At least one year of this should be in direct preparation of financial plans, bookkeeping and related field.

Language Proficiency: Level IV (Fluent written and spoken) English is required.

Knowledge: Must have a general knowledge of Public Diplomacy activities, regulation, and administration. General knowledge of local economy and effects on the post's budget. In-depth knowledge of financial operations at the post level.

Skills and Abilities: Typing and use of computer (Word, Excel) are essential. Ability to plan expenditures for Public Diplomacy operations and reprogram funds, develop financial plans, Going rate submission and other Public Diplomacy reporting requests. Ability to assess problems and develop realistic solutions.

SELECTION CRITERIA

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy. Currently employed US Citizen EFM's who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule. The candidate must be able to obtain and hold security clearance.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered: Application for U.S. Federal Employment, [DS-174 - Job Application Form](#) or

1. A current resume or curriculum vitae that provides the same information as a DS-174;
2. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

DEFINITIONS

1. AEFM: A U.S. citizen, at least 18 years of age, who is eligible for employment on a Family Member Appointment (FMA) provided s/he:
 - Is listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority.
 - Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safe haven abroad, or alternate safe haven abroad; and
 - Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.
2. EFM: Family members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
3. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen EFM's and EFM's of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.
4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.

The US Mission is an equal opportunity employer.

CLOSING DATE: Until filled

Drafted: HR: WBULU
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